



ROBERT BENTLEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH**  
**RSA UNION BUILDING**  
100 NORTH UNION STREET  
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MONTGOMERY, ALABAMA 36130-1410  
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ZELIA BAUGH  
COMMISSIONER

**REVISED**  
**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**  
**EQUAL OPPORTUNITY EMPLOYER**

<b>JOB TITLE:</b>	Mental Health Specialist V Director of MI Community Programs	<b>NUMBER:</b>	11-01
<b>JOB CODE:</b>	A6700	<b>DATE:</b>	01/07/2011
<b>SALARY RANGE:</b>	85 (\$74,479.20 - \$113,479.20)	<b>PCQ#:</b>	8812771
<b>JOB LOCATION:</b>	Department of Mental Health RSA Union Building 100 North Union Street Montgomery, AL 36130-1410		

**QUALIFICATIONS:** Master's degree in Business Administration, Public Administration, or a Social/Behavioral Science, including extensive (72 months or more) progressively responsible experience in the mental health field and considerable (48 months or more) responsible experience in the area of mental health program administration.

**KIND OF WORK:** This is advanced responsible professional and administrative work of considerable scope and complexity in directing the activities of Mental Illness Services Division (MI) Community Programs under the supervision of the Associate Commissioner for MI Services. The employee in this position will be required to exercise a high degree of independent judgment while developing standards and programs consistent with the goals and values of the MI Services Division. The employee will be responsible for maintaining and developing standards for all contract and non-contract programs certified by the MI Services Division and the development of contract language and rates for community based services. This position involves extensive communication with Community Mental Health Center (CMHC) Directors and program staff, staff from other state agencies, ADMH employees, courts, consumers, and families.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of the Mental Health Delivery System in Alabama, with special knowledge of community-based services. Extensive knowledge of administration of public sector mental health services. Thorough knowledge of Medicaid program requirements. Knowledge of public sector budgeting and federal and state contract requirements. Ability to analyze financial and programmatic data to determine achievement of program objectives and/or contract compliance as well as to create or modify policy. High level of planning and project management skills with the ability to

manage information and individuals to define and achieve a common objective. Knowledge of federal funding streams and waiver options. Ability to supervise and evaluate the work of others. Ability to express ideas clearly and concisely, orally and in writing. Experience and skill in preparing grant applications and reports. Ability to work effectively with a variety of professionals, advocates, family members, and consumers. Ability to efficiently manage time and meet established deadlines.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

**HOW TO APPLY:** Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the Human Resources office at the above address.

**DEADLINE:** February 25, 2011